

Jeremiah W. (Jay) Nixon
Governor



Catherine F. Brown
Director

Doug Nelson
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Division of Facilities Management
Design and Construction
730 Truman Building, 301 West High Street
Post Office Box 809
Jefferson City, Missouri 65102
INTERNET: <http://www.oa.mo.gov/fmdc>
E-MAIL: FMDC Real Estate@oa.mo.gov

(573) 751-3339
FAX (573) 751-7277

NOTICE OF AWARD

CONTRACT NUMBER JLGD1216	LEASE NUMBER 03100552	FACILITY ADDRESS 201 Ash Street, Gallatin (Daviness County), MO 64640	
CONTRACT TITLE Janitorial Services – Gallatin, MO		CONTRACT PERIOD April 1, 2016 through March 31, 2017	
VENDOR NUMBER 8109066630		Site Information: Number of Days per Week - 3 Number of Square Feet – 3,059 Price per Square Foot: \$.14 Monthly Amount: \$428.26	
VENDOR NAME AND ADDRESS Supreme Pro Clean LLC 6200 E Hwy 44 Lot 7 Rapid City, South Dakota 57703 Email: mabunis@supremeproclean.com		ON-SITE CONTACT INFORMATION Name: Jennifer Moss Phone Number: (660) 663-2189 ext 224 Email: Jennifer.a.moss@dss.mo.gov	
ACCEPTED BY THE STATE OF MISSOURI AS FOLLOWS: The bid submitted by Supreme Pro Clean LLC dated 01/15/2016 in response to RFQ#: JLGD1216 is accepted in its entirety pursuant to the terms and conditions of the RFQ.			
STATE OF MISSOURI USE ONLY			
The Contractor agrees that upon receipt of a Notice of Award signed and issued by an authorized representative of the State of Missouri, a binding contract shall exist between the Contractor and the State Agency.			
OA/FMDC CONTACT NAME: Amber Willis	OA/FMDC CONTACT TITLE: Contract Specialist II	OA/FMDC CONTACT INFORMATION: Email: Amber.willis@oa.mo.gov Phone: (573)526-3421 Fax(573) 751-7277	
SIGNATURE OF OA/FMDC CONTACT: 		DATE: 02/18/2016	
SIGNATURE OF OA/FMDC AUTHORIZED REPRESENTATIVE: 		TITLE: Section Manager	DATE: 2-19-16

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(573) 751-3339
FAX (573) 751-7277

BID EVALUATION MEMORANDUM

Date: February 18, 2016

Bid Number: JLGD1216

Bid Title: Janitorial Services - Gallatin

Date Closed: 01/20/16

Contract Specialist: Amber Willis *adw*

Contract's Unit Manager: Rebecca Brinkley *RB*

Pursuant to RFQ JLGD1216 for Janitorial Services in Gallatin, an award shall be made to the lowest priced responsive bidder. Other factors that affect the determination of the lowest price responsive bidder include consideration of the Blind/Sheltered Workshop Preference and Missouri Service-Disabled Veteran Business Enterprise Preference.

Four (4) bids were received in response to RFQ JLGD1216. The bidders were:

- 1) Supreme Pro Clean LLC
- 2) Resource Service Solutions
- 3) Dena McNeely
- 4) VB Enterprises

No "No Bids" were received in response to RFQ JLGD1216.

No Late Bids were received in response to RFQ JLGD1216.

All bids received in response to RFQ JLGD1216 were reviewed for compliance with the evaluation criteria and preferences in the RFQ. The results of that review are as follows:

None of the bidders received preference points for Missouri Service Disabled Veteran Business Preference, or for Organizations for the Blind and Sheltered Workshop Preference.

A cost evaluation was performed in accordance with Paragraph 3.2.1 of the RFQ for janitorial Services and Supplemental Services.

The bid from Supreme Pro Clean LLC has been determined to be responsive to the mandatory requirements of the RFQ, and is the lowest responsible and reliable bidder. Supreme Pro Clean LLC was just awarded their first contract in Stockton, Missouri and has vast experience in janitorial contract services. The results of the cost evaluation were forwarded to Amy Spray of Real Estate Services Unit for review to approve an award to Supreme Pro Clean LLC. Real Estate Services approved the award to Supreme Pro Clean LLC. Therefore, I am proceeding with the award as approved.

Willis, Amber

From: Spray, Amy
Sent: Thursday, February 11, 2016 2:31 PM
To: Willis, Amber
Cc: Brinkley, Rebecca
Subject: RE: JLGD1216 GALLATIN - Award Approval

Amber,

Please proceed with the award to Supreme Pro Clean, LLC.

Thank you,

Amy

From: Willis, Amber
Sent: Friday, February 05, 2016 8:29 AM
To: Spray, Amy
Cc: Wilde, Kyle; Brinkley, Rebecca
Subject:

The above referenced RFQ closed January 20, 2016 and four (4) bids were received. The cost evaluation report is attached for your review.

The bidders were:

- 1) Supreme Pro Clean LLC
- 2) Resource Service Solutions
- 3) Dena McNeely
- 4) VB Enterprises

Currently, the State of Missouri leases the following building in Gallatin, MO.

- a. The tenants of the building located at 201 Ash Street consist of offices and employees of the Department of Social Services.
 - 1) The building is approximately 3,059 total square feet.
 - 2) There are approximately 9 employees.
- b. A current contract exists for this location at .14 per square foot with Dena McNeely.

Services are for 3 days per week.

Supreme Pro Clean LLC is the lowest bidder. Supreme Pro Clean LLC is a new vendor with another pending award in Stockton, MO.

Total Square Feet:	Per Square Foot Price	Monthly Total	Annual Total
Lowest Bidder 3,059	.14	\$ 428.26	\$5,139.12
Current Contractor 3,059	.14	\$ 428.26	\$5,139.12
Difference	-	-	-

Increase	-
Decrease	-

Please advise how you want to proceed.

Amber Willis

Contract Specialist II

State of Missouri

Office of Administration

Division of Facilities Management, Design and Construction

Contracts Unit

Harry S Truman Office Building

301 West High Street, Room 730

P.O. Box 809

Jefferson City, MO 65102

Phone: (573) 526-3421

Fax: (573) 751-7277

E-mail: Amber.willis@oa.mo.gov

Bid Number: J1GD1216 Bid Name: Janitorial Services - Gallatin Evaluation Date: 02/04/2016

Dena McNeely Line Item	Qty	Original Contract Period		1st Renewal Period		2nd Renewal Period		3rd Renewal Period		TOTAL CONTRACT COST
		Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	Price	Extended Cost	
001	3,059	\$0.155	\$5,689.74	\$0.16	\$5,873.28	\$0.165	\$6,056.82	\$0.17	\$6,240.36	TOTAL CONTRACT COST
002	5	\$0.10	\$0.50	\$0.10	\$0.50	\$0.10	\$0.50	\$0.10	\$0.50	
003	5	\$0.10	\$0.50	\$0.10	\$0.50	\$0.10	\$0.50	\$0.10	\$0.50	
004	50	\$0.12	\$6.00	\$0.12	\$6.00	\$0.12	\$6.00	\$0.13	\$6.50	
005	50	\$0.15	\$7.50	\$0.15	\$7.50	\$0.16	\$8.00	\$0.17	\$8.50	
006	1	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00	
007	1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
008	250	\$0.25	\$62.50	\$0.25	\$62.50	\$0.25	\$62.50	\$0.25	\$62.50	
009	250	\$0.20	\$50.00	\$0.20	\$50.00	\$0.20	\$50.00	\$0.20	\$50.00	
010	250	\$0.20	\$50.00	\$0.22	\$55.00	\$0.24	\$60.00	\$0.25	\$62.50	
011	1	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
012	1	\$52.00	\$52.00	\$53.00	\$53.00	\$54.00	\$54.00	\$55.00	\$55.00	
013	2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
			TOTAL		TOTAL		TOTAL		TOTAL	
			\$5,939.74		\$6,129.28		\$6,319.32		\$6,507.36	
Grand Total Cost										\$ 24,895.70
Blind & Sheltered Workshop										0
SDVE										0
Total Cost Points										169



STATE OF MISSOURI
OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION (DFMDC)
REQUEST FOR QUOTATION (RFQ)

RFQ #: JLGD1216
TITLE: Janitorial Services - Gallatin
ISSUE DATE: 1/06/2016

CONTRACT SPECIALIST: Amber Willis
PHONE #: (573) 526-3421
FAX #: (573) 751-7277
E-MAIL: Amber.willis@oa.mo.gov

RETURN BID NO LATER THAN: January 20, 2016 AT 2:00 PM CENTRAL TIME

MAILING INSTRUCTIONS: Print or type RFQ Number and Return Due Date on the lower left hand corner of the envelope or package.

RETURN BID TO: OFFICE OF ADMINISTRATION
DIVISION OF FACILITIES MANAGEMENT, DESIGN AND CONSTRUCTION
301 WEST HIGH STREET, ROOM 730
PO BOX 809, JEFFERSON CITY, MO 65102

OR FAX TO: Fax #: (573) 751-7277 - FMDC - JANITORIAL BID
(Mail or Fax, please do not do both)

CONTRACT PERIOD: Effective Date of Contract through One Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:	STATE AGENCY'S NAME AND ADDRESS:
201 Ash Street, Gallatin (Daviness County), MO 64640	Office of Administration Division of Facilities Management, Design & Construction 301 West High Street, Room 730 Jefferson City, MO 65102

The bidder hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions Request for Quotation. The bidder further agrees that the language of this RFQ shall govern in the event of a conflict with his/her bid. The bidder further agrees that upon receipt of a Notice of Award is signed and issued by an authorized official of the State of Missouri, a binding contract shall exist between the bidder and the State of Missouri.

SIGNATURE REQUIRED

DOING BUSINESS AS (DBA) NAME Supreme MO Clean LLC		LEGAL NAME OF ENTITY/INDIVIDUAL FILED WITH IRS FOR THIS TAX ID NO. Supreme MO Clean LLC	
MAILING ADDRESS 6200 E Hwy 44 lot 7		IRS FORM 1099 MAILING ADDRESS	
CITY, STATE, ZIP CODE Rapid city, SD 57903		CITY, STATE, ZIP CODE Rapid city, SD 57903	
CONTACT PERSON Matthew Abunis		EMAIL ADDRESS mabunisa@suprememo-clean.com	
PHONE NUMBER 605-569-6021		FAX NUMBER	
TAXPAYER ID NUMBER (TIN) 81-0906663	TAXPAYER ID (TIN) TYPE (CHECK ONE) <input type="checkbox"/> FEIN <input type="checkbox"/> SSN		VENDOR NUMBER (IF KNOWN)
VENDOR TAX FILING TYPE WITH IRS (CHECK ONE) <input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other			
AUTHORIZED SIGNATURE 		DATE 01/15/2016	
PRINTED NAME Matthew Abunis		TITLE President / CEO	

4. **PRICING PAGE**

4.1 **Janitorial Services** – The bidder shall provide a firm, fixed per square foot, per month price for the original contract period and a maximum per square foot, per month price for each potential renewal period for providing janitorial services, in accordance with the provisions and requirements specified herein. **All costs associated with providing the Janitorial Services, excluding Supplemental Services, shall be included in the stated prices.**

Line Item Number	Description c/s code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price	Third Renewal Period Maximum Price
001	Janitorial Services	\$ <u>.14</u> per square foot, per month			

4.2 Supplemental Service: The bidder shall state a firm, fixed price for the original contract period and a maximum price for each potential renewal period for each of the following Supplemental Services provided in accordance with the provisions and requirements specified herein. In the event the bidder does not provide pricing on one or more of the line items below for supplemental services, it shall be interpreted and enforced as no charge (\$0) to the State of Missouri. All costs associated with providing the Supplemental Services shall be included in the stated prices.

Line Item	Description C/S Code: 91039	Original Contract Period Firm, Fixed Price	First Renewal Period Maximum Price	Second Renewal Period Maximum Price	Third Renewal Period Maximum Price
002	Interior Window Cleaning and Other Interior Glass Surfaces	\$.14 per linear foot			
003	Exterior Window Cleaning	\$.14 per linear foot			
004	Hard Floor Cleaning - Stripping and Refinishing of Hard Flooring	\$.14 per square foot			
005	Deep Carpet Cleaning and Water Extraction Services	\$.14 per square foot			
006	Brushing and Spot Cleaning of Fabric Furniture	\$.14 per piece	\$.14 per piece	\$.14 per piece	\$.14 per piece
007	Cleaning and Vacuuming of Cloth Cubicle Partitions	\$.14 per partition	\$.14 per partition	\$.14 per partition	\$.14 per partition
008	One time Construction Clean-up	\$.14 per square foot			
009	Ongoing Construction Clean-up	\$.14 per square foot			
010	Final Clean-Up	\$.14 per square foot			
011	Additional Paper Towel Rolls	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)
012	Additional Tri-Fold Paper Towels	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)	\$.14 per case (minimum of 6 rolls per case)
013	Additional Personnel	\$.14 Per Hour, Per Person			

EXHIBIT A

PARTICIPATION COMMITMENT

Organization for the Blind/Sheltered Workshop Participation Commitment – If the bidder is committing to participation by or if the bidder is a qualified organization for the blind/sheltered workshop, the bidder must provide the required information in the table below for the organization proposed and must submit the completed exhibit with the bidder's bid.

Organization for the Blind/Sheltered Workshop Commitment Table		
Name of Organization for the Blind or Sheltered Workshop Proposed	Committed Participation (\$ amount or % of total value of contract)	Description of Products/Services to be Provided by Listed Organization for the Blind/Sheltered Workshop
1.		
2.		
3.		

NO ONE

EXHIBIT C

PRIOR EXPERIENCE OF BIDDER

The bidder should copy and complete this form for each reference being submitted as demonstration of the bidder's prior experience. The bidder is advised that if the contact person listed for the reference is unable to be reached during the evaluation, the listed experience may not be considered.

Bidder Name:	
Reference Information (Current/Prior Services Performed For:)	
Name and Address of Reference Company:	Durham Public School 1500 Mathieson St Durham, NC 27701
Reference Contact Person:	Name: <u>Peace Miller</u> Phone Number: 404 <u>919-316-8521</u> Email Address: <u>Pmiller@DurhamPS.NC.gov</u>
Dates of Service:	<u>01/2015</u>
Dollar Value of Services	<u>589,904.89</u>
Square Footage of the Building	Total Square Feet: <u>150,000</u> Square Feet of Carpeted Area: <u>100,000</u> Square Feet of Hard Surface Floors: <u>50,000</u>
Description of Prior Services Performed, Including an Indication as to Whether Carpet Cleaning was Performed and the Square Footage of the Carpeted Area	<u>Janitorial services</u> Carpet Cleaning Provided: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No. If yes, indicate the square footage of carpeted area: _____

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by the State of Missouri for additional discussions regarding my/my company's association with the bidder referenced above:

Peace Miller
Signature of Reference Contact Person

01/16/2016
Date of Signature

EXHIBIT E

MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE

Pursuant to 34.074 RSMo, the Division of Facilities Management, Design and Construction has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable.

Definitions:

Service-Disabled Veteran is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

Service-Disabled Veteran Business is defined as a business concern:

- a. Not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. The management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. A copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. A completed copy of this exhibit

(NOTE: For case of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

Veteran Information

Business Information

Service-Disabled Veteran's Name, (Please Print)

Service-Disabled Veteran Business Name

Missouri Address of Service-Disabled Veteran Business

Service-Disabled Veteran's Signature

Doesn't apply to me

EXHIBIT F
BUSINESS ENTITY CERTIFICATION, ENROLLMENT DOCUMENTATION,
AND AFFIDAVIT OF WORK AUTHORIZATION

BUSINESS ENTITY CERTIFICATION:

The bidder/contractor must certify their current business status by completing either Box A or Box B or Box C on this Exhibit.

<u>BOX A:</u>	To be completed by a non-business entity as defined below.
<u>BOX B:</u>	To be completed by a business entity who has not yet completed and submitted documentation pertaining to the federal work authorization program as described at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm .
<u>BOX C:</u>	To be completed by a business entity who has already submitted documentation with a notarized date on or after September 1, 2009 , to a Missouri state agency including Division of Purchasing.

Business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo is any person or group of persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood. The term "business entity" shall include but not be limited to self-employed individuals, partnerships, corporations, contractors, and subcontractors. The term "business entity" shall include any business entity that possesses a business permit, license, or tax certificate issued by the state, any business entity that is exempt by law from obtaining such a business permit, and any business entity that is operating unlawfully without such a business permit. The term "business entity" shall not include a self-employed individual with no employees or entities utilizing the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

Note: Regarding governmental entities, business entity includes Missouri schools, Missouri universities (other than stated in Box C), out of state agencies, out of state schools, out of state universities, and political subdivisions. A business entity does not include Missouri state agencies and federal government entities.

BOX A – CURRENTLY NOT A BUSINESS ENTITY

I certify that _____ (Company/Individual Name) **DOES NOT CURRENTLY MEET** the definition of a business entity, as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above, because: (check the applicable business status that applies below)

- I am a self-employed individual with no employees; **OR**
- The company that I represent employs the services of direct sellers as defined in subdivision (17) of subsection 12 of section 288.034, RSMo.

I certify that I am not an alien unlawfully present in the United States and if _____ (Company/Individual Name) is awarded a contract for the services requested herein under _____ (Bid/SFS/Contract Number) and if the business status changes during the life of the contract to become a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo then, prior to the performance of any services as a business entity, _____ (Company/Individual Name) agrees to complete Box B, comply with the requirements stated in Box B and provide the _____ Office of Administration, Division of Facilities Management, Design and Construction with all documentation required in Box B of this exhibit.

Authorized Representative's Name
(Please Print)

Authorized Representative's Signature

Company Name (if applicable)

Date

Doesnt apply to me

EXHIBIT F, continued

BOX B – CURRENT BUSINESS ENTITY STATUS

(Complete the following if you DO NOT have the E-Verify documentation and a current Affidavit of Work Authorization, already on file with the State of Missouri. If completing Box B, do not complete Box C.)

I certify that Supreme pro Clean LLC (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530.

Matthew Abunis

Authorized Business Entity Representative's Name
(Please Print)

[Signature]

Authorized Business Entity Representative's Signature

Supreme pro Clean LLC

Business Entity Name

01/15/2016

Date

Mabunis@supremeproclean.com

E-Mail Address

As a business entity, the bidder/contractor must perform/provide the following. The bidder/contractor should check each to verify completion/submission:

- Enroll and participate in the E-Verify federal work authorization program (Website: http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm; Phone: 888-464-4218; Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein; AND
- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify federal work authorization program. Documentation shall include EITHER the E-Verify Employment Eligibility Verification page OR a page from the E-Verify Memorandum of Understanding (MOU) listing the bidder's/contractor's name and the MOU signature page completed and signed, at minimum, by the bidder/contractor and the Department of Homeland Security – Verification Division. If the signature page of the MOU lists the bidder's/contractor's name and company ID, then no additional pages of the MOU must be submitted; AND
- Submit a completed, notarized Affidavit of Work Authorization provided on the next page of this Exhibit.

EXHIBIT F, continued

AFFIDAVIT OF WORK AUTHORIZATION:

The bidder/contractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Matthew Aburn (Name of Business Entity Authorized Representative) as President (Position/Title), first being duly sworn on my oath, affirm Supreme pro clean LLC (Business Entity Name) is enrolled and will continue to participate in the E-Verify federal work authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to contract(s) with the State of Missouri for the duration of the contract(s), if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that Supreme pro clean LLC (Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services provided under the contract(s) for the duration of the contract(s), if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

[Signature]
Authorized Representative's Signature
President
Title

Matthew Aburn
Printed Name
02/01/2016
Date

E-Mail Address

Subscribed and sworn to before me this 1 (DAY) of Feb 2016 (MONTH, YEAR) I am commissioned as a notary public within the County of Reynolds (NAME OF COUNTY), State of SD (NAME OF STATE), and my commission expires on 10/24/2021 (DATE)

Jen Michaelson
Signature of Notary
2-1-16
Date

